



Part of the NCAA Spectrum

Arbiter User Manual

prepared for

**Austin Baseball Umpires Association
Austin Chapter, TASO-Baseball**



IMPORTANT THINGS TO DO FOR FIRST TIME USERS

1. Log in to the ARBITER system using the password provided to you by the Chapter Secretary
 - a. <http://www.arbitersports.com>
2. Go to the PROFILE – INFORMATION Section (See page 42 for instructions) and enter/change
 - a. Your personal information
 - b. Your address
 - c. Your EMAIL account
 - d. Your PHONE NUMBERS
3. Go to the BLOCKS – DATES Section (See page 17 for instructions)
 - a. BLOCK OUT dates and/or time you CANNOT work games on the Calendar
4. Go to the BLOCKS – TEAMS Section (See page 37 for instructions)
 - a. BLOCK OUT Teams for which you do not desire or cannot work games (Conflict of Interest, etc.)
5. Go to BLOCKS – TRAVEL LIMITS Section (See page 25 for instructions)
 - a. Set your Travel Limits for each day of the week
 - b. Change the Zip Code, if necessary for workdays versus other days
6. SET YOUR STATUS AS READY TO BE ASSIGNED
 - a. This can be set from one of two places (setting in one automatically set the other as well)
 - i. Profile – Information – Status (See page 43 for instructions)
 - ii. Main Page Menu – at the top of the page (See page 6 for instructions)

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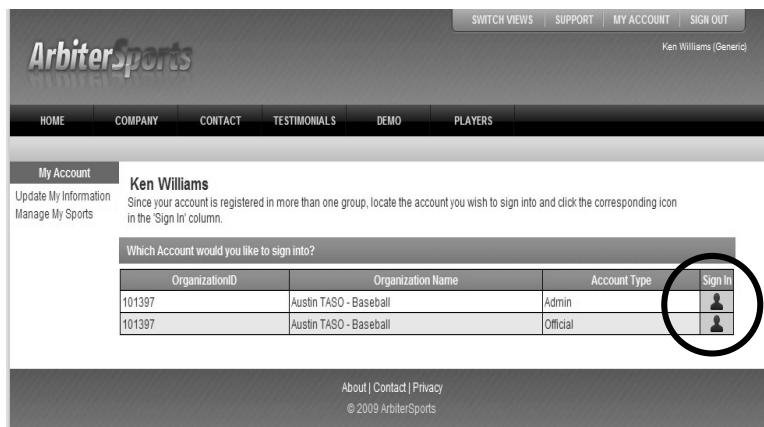
Arbiter Sports

(<http://www.arbitersports.com>)

Go to the login screen (<http://www.arbitersports.com>) and you will see the screen below. Enter your email address and the initial password you received from the chapter secretary. CHANGE YOUR PASSWORD after logging in the first time to ensure security of your account !!



After logging in, you will see the screen shown below. This is where you select your account. If you have more than one account in Arbiter (e.g.: multiple sports), then you can select which group or account type you wish to enter. You can change accounts at any time by using the “SWITCH VIEW” link at the top of the screen.



After selecting the account type and/or sport, you will be taken to the MAIN screen. This is the “home” page from which you can access various functions and information within the Arbiter website. These will be covered in further detail on the following pages.

On the MAIN screen, you will see any announcements posted by the assigners or administrators. Important messages are often posted here during the season, especially during inclement weather.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". Below this, the user's account information is displayed: "Ken Williams (Official)", "Austin TASO - Baseball", and "Group ID: 101397". The main menu includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS", "BLOCKS", "LISTS", "MYREFeree", and "PROFILE". A "Group Logo" section features a logo for "RefTeam REFEREE & UMPIRE Supplies". A banner below it displays the text "Ready To Be Assigned" with a checked checkbox and a "Need Help?" link. The central content area has sections for "Announcements" and "Special Notices". The "Announcements" section includes a post by Ken Williams, dated 2/27/2008 at 1:46 PM, about a "Training Video - New Sharing". The "Special Notices" section contains a note about the CHAPTER WEBSITE. At the bottom, there are links for "About | Contact | Privacy" and the copyright notice "© 2009 ArbiterSports".

Arbiter Menu Overview

At the top of the screen are eight (8) tabs that provide access to various parts of the Arbiter site.

MAIN – This is the “home page”. Announcements are posted here for members to read when they first log in.

SCHEDULE - there are three functions available in this section and is the area that you will use most often in Arbiter

- Calendar – Displays YOUR schedule, both pending and accepted games. You MUST use this function to ACCEPT or DECLINE games. You must also SUBMIT your schedule when you finished accepting/declining pending games.
- Self Assign – During the year, the secretary will post games that you can “self-assign” if you are available. Games are posted as they become available, so check this often. These games go quickly.
- Attach – Allows you “attach” one or more teams to your account. You can then see their entire schedule or just certain games. You will also be notified of any changes in those games.
NOTE: If you are “attached” to a game, you may be considered unavailable for other assignment during that time period.

EVALUATIONS – There are three functions available in this section.

- Evaluation Officials – ABUA members can provide Peer Feedback to officials with whom they have worked games through this page.
- View Responses – ABUA members can read summary reports of the Peer Feedback provided through the Evaluations page, or evaluation reports from Observers and ABUA evaluators.
- Select Game – This function is limited to personnel who are designated as observers and evaluators

PAYMENTS – There are three functions available in this section

- RefPay – Not used by our association
- Pay sheets – We use pay sheets during the “summer ball” season. If pay sheets have been generated, you can view and/or print them from this section.
- Invoices – If invoices have been generated, you can view and/or print them from this section.

BLOCKS – There are five functions available in this section and this is one of the MOST IMPORTANT sections that you will use

- Dates – This gives you a means to block out dates or times that you *cannot* work games. Times can be blocked as All Day or Partial Day. If something changes, blocked times can be “unblocked”. This page also provides you with a visual description of your game schedule and all blocks. THE SECRETARY RELIES ON THIS FUNCTION TO ASSIGN GAMES !!
- Teams – This allows you to block certain teams for whom you do not desire, or cannot, call games. (e.g.: your child is in XYZ school, block XYZ school from your schedule to avoid a potential conflict of interest)
- Travel limits – This allows you to set travel limits you do want to exceed. It can be different for each day of the week. (e.g.: your work location during the week and home on the weekends). Be careful.....setting allowable miles too low can limit your assignments.
- Partners – This allows you to block specific chapter umpires with whom you do not want to work.
- Summary – This provides a printout of you blocked dates/times, teams, and partners.

LISTS – There are four functions available in this section, which provide lists of contact information for various people or organizations

- Officials – Contact information for chapter umpires. Printed contact list can be obtained from this function
- Contacts – An alphabetical listing of non-umpire contacts (coaches, etc.)
- Sites - Contact information for specific locations or fields
- Teams – Contact information for specific teams/schools
- Forms – If forms are available, they will be listed here

MY REFEREE – There are two functions in this section

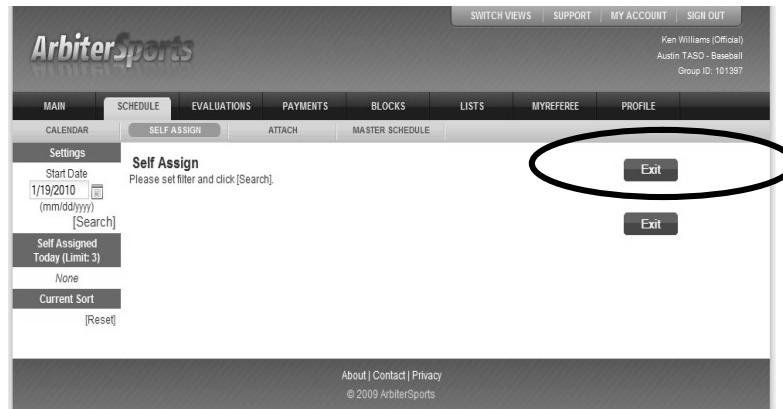
- My Referee – A wealth of resource information material is provided by NASO and Referee magazine at no additional charge to the Arbiter users
- Profile – Your official’s profile (sports called, level called, etc.)

PROFILE – There are three functions available in this section, which allow you to keep YOUR information current, change your password, etc.

- Preferences – Allows you set some basic user preferences (time zone, etc.)
- Information – Provides a means of keeping your address and contact information current **VERY IMPORTANT !!**
- Password – Allows you to change your password

IMPORTANT:

Whenever you have moved to a different screen in Arbiter, ALWAYS hit the “EXIT” button to return to the prior page. If you use the “back” button on your browser, you will end up with multiple pages open !



MAIN PAGE

This is the “home page” and contains tabbed menus at the top of the page that provides access to other features of the Arbiter system. It also contains announcements, notices, and other important information provided by the Board. Always check the “Announcements” section when you log on for current notices.

It is one of two places where you can change your status to READY TO BE ASSIGNED.

The screenshot shows the ArbiterSports main page. At the top right, there is a user profile with the name Ken Williams (Official), Austin TASO - Baseball, and Group ID: 101397. Below the profile are tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MY REFEREE, and PROFILE. A 'SWITCH VIEWS' button is located above the tabs. On the left, there is a 'Group Logo' featuring a baseball glove icon. In the center, there is an advertisement for 'pro-ref.com' with the text 'REFEREE & UMPIRE Supplies'. Below the ad, there is an 'Announcements' section with a post by Ken Williams. The post includes a link to a CHAPTER WEBSITE and a password for the 'Members Only' section. To the right of the announcements is a 'Special Notices' section with links to 'Training Video - New Sharing Features for Officials'. At the bottom, there is a footer with links to 'About | Contact | Privacy' and the copyright notice '© 2009 ArbiterSports'. Three callout boxes point to specific elements: 'Tabbed Menu' points to the top navigation bar; 'Announcements Section' points to the 'Announcements' section; and 'Checkbox for READY TO BE ASSIGNED' points to the checkbox labeled 'Ready To Be Assigned' in the 'Special Notices' section.

SCHEDULE TAB

SCHEDULE – CALENDAR

The Schedule function displays YOUR current schedule of games. It shows games that are pending, accepted, declined, rained out, cancelled, etc. It is VITALLY IMPORTANT that you check this on a regular basis to ensure that you accept or decline new games that have been added to your schedule. All games are ACCEPTED or DECLINED from this screen !!

The screenshot shows the ArbiterSports interface with the 'SCHEDULE' tab selected. A callout box highlights the 'Accept or Decline the game and the click on SUBMIT' button. An arrow points from the text to the 'Submit' button. The table below lists various games with columns for Game, Notes, Position, Date & Time, Sport & Level, Site, Home, Away, Fees, Status, Accept, and Decline. One row for game 940 is circled.

Game	Notes	Position	Date & Time	Sport & Level	Site	Home	Away	Fees	Status	Accept	Decline
11107		UMP 1	1/9/2009 Fri 6:00 PM	BASEBALL, 5A/4A HS Tourney	Goville	TBA	TBA	\$0.00	Accept by 1/19/2010	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1260	R	UMP 2	2/24/2009 Tue 4:30 PM	BASEBALL, JV	Wimberley	Wimberley JV	Luling JV	\$50.00			
1251	R	UMP 2	2/24/2009 Tue 7:00 PM	BASEBALL, 3A/2A/1A H.S	Wimberley	Wimberley	Luling	\$50.00			
935	R	UMP 2	2/26/2009 Thu 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Hendrickson	San Angelo Lakeview	\$50.00			
933	R	UMP 2	2/26/2009 Thu 3:15 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Lubbock Estacado	Seguin	\$50.00			
944		UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Lakeview	San Angelo Estacado	Lubbock Estacado	\$50.00			
940		UMP 2	2/27/2009 Fri 10:45 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Keller Central	Lubbock Estacado	\$50.00			
942		UMP 2	2/27/2009 Fri 1:00 PM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	Seguin	East Central	\$50.00			
950	R	UMP 2	2/28/2009 Sat 9:00 AM	BASEBALL, 5A/4A HS Tourney	SA Wagner	Lubbock Estacado	\$50.00				
949	R	UMP 2	2/28/2009 Sat 11:15 AM	BASEBALL, 5A/4A HS Tourney	Hendrickson	Lubbock Estacado	\$50.00				
653	R	UMP 1	3/3/2009 Tue 5:30 PM	BASEBALL, JV	Johnson City	Johnson City JV	Fredricksburg	\$50.00			
659	R	UMP 1	3/3/2009 Tue 8:00 PM	BASEBALL, 3A/2A/1A H.S	Johnson City	Johnson City	Fredricksburg	\$50.00			
667	R	UMP 1	3/5/2009 Thu 4:00 PM	BASEBALL, 3A/2A/1A HS Tourney	Johnson City Tourney	TBA	TBA	\$50.00			
...			
944	R	UMP 1	3/5/2009 Thu	BASEBALL, 5A/4A HS	Johnson City	TBA	TBA	\$50.00			

If you select a particular game, by clicking on the game number (as shown below), then you will be able to determine who your partner is for that game, if one has been assigned.

You will also be provided with contact information for your partner on the screen.

940	R	UMP 2	2/27/2009 Fri 8:30 AM	BASEBALL, 5A/4A HS Tourney	San Marcos Tourney-NEW	San Angelo Lakeview	Lubbock Estacado	\$50.00
Accepted on 2/15/2009								

The screenshot shows the 'Game Details' screen for game 944. It displays the game information and a table with the official's name, status, position, distance, email, phone number, and evaluation status.

Official	Status	Position	Distance	Email Crew	Phones	evaluate
Fred MacDonald	Accepted	UMP 1	27	fq_mcdonald@yahoo.com	254-702-5794 (Cellular)	<input checked="" type="checkbox"/>
Ken Williams	Accepted	UMP 2	34	kwilliams30@austin.rr.com	636-6523 (Cellular)	<input checked="" type="checkbox"/>

By clicking on the REPORTS-SCHEDULE link on the left side of the page, you can get a printed report of your schedule. It can be obtained in one of several formats.

It is highly advised to keep an up-to-date printed copy of your schedule at all times. Computers and websites being what they are, there may be times when the web or website is unavailable. Even so, YOU ARE RESPONSIBLE FOR ANY GAMES YOU HAVE ACCEPTED !!

The screenshot shows the ArbiterSports main menu. At the top right, it displays user information: Ken Williams (Official), Austin TASO - Baseball, Group ID: 10135. The main navigation bar has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, and PROFILE. Under the SCHEDULE tab, there are sub-options: CALENDAR, SELF ASSIGN, ATTACH, and MASTER SCHEDULE. A vertical sidebar on the left lists 'Reports' (which is circled in red), 'Schedule', and 'Outlook Export'. Below the sidebar are buttons for 'Display' and 'Game', followed by dropdown menus for Notes, Position, Date & Time, Sport & Level, Site, Home, Away, Fees, Status, Accept, and Decline.

Clicking on the Schedule feature will display the screen shown below;

This screenshot shows the 'Print Schedule' page. At the top right, it shows Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main title is 'Print Schedule (Ken Williams)'. Below it are two sections: 'Date Range' (with fields for 1/1/2010 to 12/31/2010) and 'Export Format' (set to 'Adobe Acrobat Format (.pdf)'). At the bottom right are 'Print Preview' and 'Exit' buttons.

1. Set the date range for which you wish to obtain a printed report. The default is the current month.

This screenshot is identical to the previous one, showing the 'Print Schedule' page. However, the 'Date Range' input field (containing '1/1/2010' and '12/31/2010') is now highlighted with a large black oval.

2. Once you have set the date range, select the FORMAT of the report you would like. There are several options for report formats:

- a. Adobe Acrobat (default file type)
- b. Excel
- c. Word / Rich Text format
- d. Plain Text
- e. HTML
- f. Tagged Image Format (TIFF picture format)

3. Click the PRINT PREVIEW button

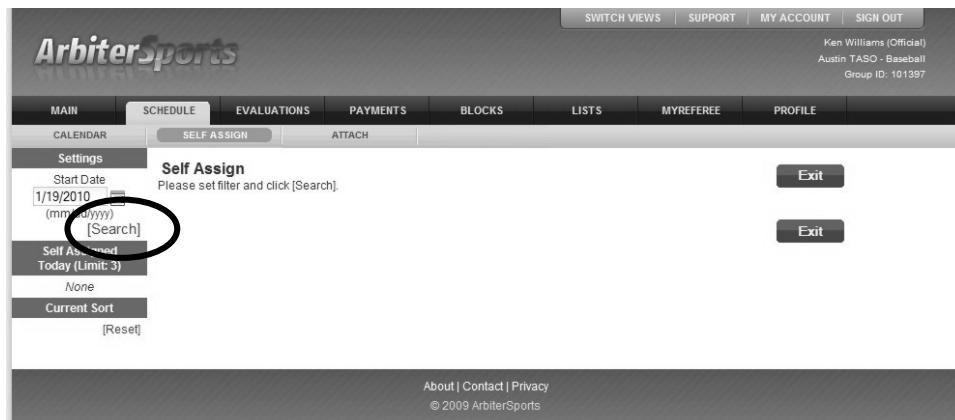
- a. Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

The printed copy of the schedule shows date, time, and location of the game. It also provides information, including contact data, for your partner for each game.

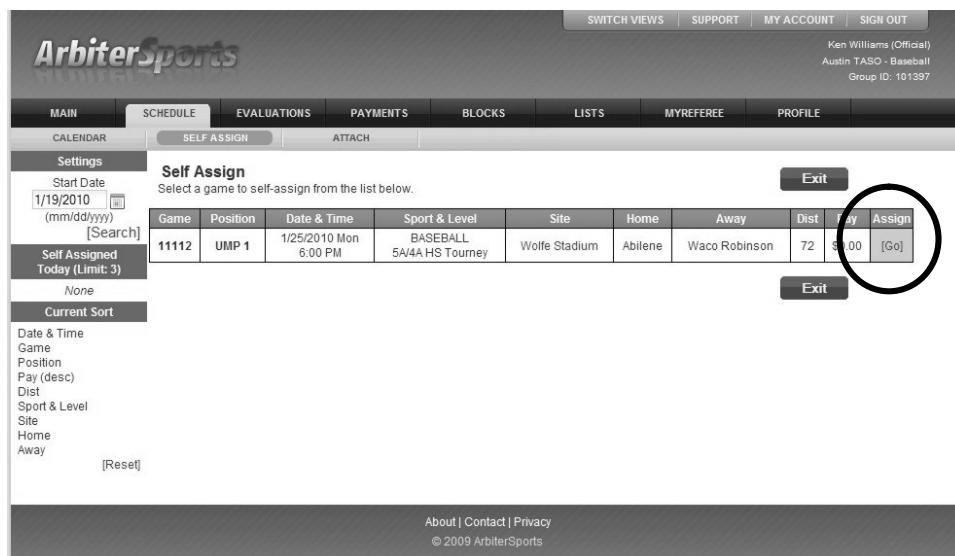
Game	Date & Time	Sport & Level	Site	Home	Away
977	2/10/2004 (Tue) 4:15 PM	BASEBALL 3A/2A/1A H.S	San Marcos Baptist	San Marcos Baptist	St. Anthony
	UMP 1	Robert Lafferty	0	H: 000-447-9944	C: 512-771-3393 Accepted
	UMP 2	Ken Williams	0		\$35.00
*** This game has been RAINED OUT. ***					
812	2/26/2004 (Thu) 12:00 PM	BASEBALL JV	Luling	Luling JV	TBA
	UMP 1	Ken Williams	57		\$35.00
	UMP 2	Greg White	44	C: 512-659-6322	H: 512-587-1440 Accepted
813	2/26/2004 (Thu) 2:30 PM	BASEBALL JV	Luling	Luling JV	TBA

SCHEDULE – SELF ASSIGN

The Austin Chapter makes extensive use of the Self-Assign function. If a game has not been accepted or has been turned back, especially on short notice, the secretary can put the game into the “self-assign” database and umpires who are available for that game can assign themselves to that game. This saves a great deal of time and allows available umpires to obtain additional games. Check this section frequently as it is updated frequently. Click on SEARCH to see a list of available games.



If games are available for self assignment, they will be displayed for selection. To select a game, click on GO. You are then assigned to the game. There may be a limit (see left side of the screen) on the number of games which you can self-assign on any given day.



SCHEDULE – ATTACH

The Attach function allows you to keep track of a particular team throughout the year. To use this function, click on the “attach” link.

This screenshot shows the 'Add Attachments' page of the ArbiterSports website. The top navigation bar includes links for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, PROFILE, SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user is identified as Ken Williams (Official) from Austin TASO - Baseball, Group ID: 101397. The main content area has tabs for CALENDAR, SELF ASSIGN, and ATTACH, with ATTACH selected. A sub-header 'Add Attachments' is followed by a form to 'Select the sport, level, and team to view their game schedule'. The form fields are: Sport (BASEBALL), Level (5A/4A H.S.), and Team (A&M Consolidated). Below the form is a row of buttons: Game, Date & Time, Site, Home, Away, and Attach. The Attach button is highlighted. At the bottom are 'Submit' and 'Exit' buttons, and footer links for About, Contact, Privacy, and © 2009 ArbiterSports.

Once the page is displayed, you must select a “SPORT” in which you are interested, if there is more than one option.

This screenshot shows the same 'Add Attachments' page as the previous one, but with a different selection in the 'Game' dropdown. The dropdown menu lists several options: Game, Summer Ball, and other items like 5A/4A HS, 5A/4A HS Tourney, Interschool Scrimmage, 3A/2A/1A H.S., 3A/2A/1A HS Tourney, JV, JV Tourney, Freshman, Freshman TOURNEY, HS Playoff-2, HS Playoff-3, and HS Playoff-4. The 'Summer Ball' option is currently selected. The rest of the page structure is identical to the first screenshot.

You should then select a “LEVEL” for the sport selected. (The “level” in which that team plays)

This screenshot shows the 'Add Attachments' page again, but now focusing on the 'Level' dropdown. The dropdown menu is open, showing options: 5A/4A H.S., 5A/4A HS Tourney, Interschool Scrimmage, 3A/2A/1A H.S., 3A/2A/1A HS Tourney, JV, JV Tourney, Freshman, Freshman TOURNEY, HS Playoff-2, HS Playoff-3, and HS Playoff-4. The '5A/4A H.S.' option is currently selected. The rest of the page structure is consistent with the previous screenshots.

After selecting the level, you then select the specific team in which you are interested.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFeree PROFILE

CALENDAR SELF ASSIGN ATTACH

Add Attachments

Select the sport, level, and team to view their game schedule:

Sport: BASEBALL Level: 5A/4A H.S. Team: A&M Consolidated

Game	Date & Time	Site	Home	Away	Attach
1100	3/5/2009 Thu 1:00 PM	Vista Ridge Tourney	Vista Ridge	Bastrop	<input type="checkbox"/>
1109	3/6/2009 Fri 10:00 AM	Vista Ridge Tourney	Lake Travis	Bastrop	<input type="checkbox"/>
1067	3/6/2009 Fri 7:00 PM	Stony Point Tourney	Stony Point	Bastrop	<input type="checkbox"/>
1095	3/7/2009 Sat 1:00 PM	Westlake Tourney	Midland Christian	Bastrop	<input type="checkbox"/>
291	4/7/2009 Tue 7:00 PM	Bastrop	Bastrop	Pflugerville	<input type="checkbox"/>
292	4/17/2009 Fri 7:00 PM	Bastrop	Bastrop	Anderson	<input type="checkbox"/>
293	4/24/2009 Fri 7:00 PM	Bastrop	Bastrop	Akins	<input type="checkbox"/>

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Once a selection is made, then a screen will be displayed with all of the available information concerning that team. You can then “attach” yourself to one or more games by putting a checkmark in the box on the right hand side of the page. Then click the SUBMIT button to finalize the “attachment”. If you later decide you no longer wish to be attached to a particular game or games, just remove the checkmark and click on the SUBMIT button.

ArbiterSports

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFeree PROFILE

CALENDAR SELF ASSIGN ATTACH

MASTER SCHEDULE

Add Attachments

Select the sport, level, and team to view their game schedule:

Sport: BASEBALL Level: 5A/4A H.S. Team: Bastrop Team Details

Game	Date & Time	Site	Home	Away	Attach
1100	3/5/2009 Thu 1:00 PM	Vista Ridge Tourney	Vista Ridge	Bastrop	<input type="checkbox"/>
1109	3/6/2009 Fri 10:00 AM	Vista Ridge Tourney	Lake Travis	Bastrop	<input type="checkbox"/>
1067	3/6/2009 Fri 7:00 PM	Stony Point Tourney	Stony Point	Bastrop	<input type="checkbox"/>
1095	3/7/2009 Sat 1:00 PM	Westlake Tourney	Midland Christian	Bastrop	<input type="checkbox"/>
291	4/7/2009 Tue 7:00 PM	Bastrop	Bastrop	Pflugerville	<input type="checkbox"/>
292	4/17/2009 Fri 7:00 PM	Bastrop	Bastrop	Anderson	<input type="checkbox"/>
293	4/24/2009 Fri 7:00 PM	Bastrop	Bastrop	Akins	<input checked="" type="checkbox"/>

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EVALUATIONS TAB

EVALUATIONS – EVALUATE OFFICIALS

Selecting the Evaluate Officials tab will open the page shown below.

The screenshot shows the ArbiterSports interface with the 'EVALUATIONS' tab selected. The top navigation bar includes links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. A user profile is displayed on the right: Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main content area is titled 'Evaluation Reports' and contains a sub-section for 'Peer Feedback'. There is a text input field labeled 'Evaluation Report Name' with 'Peer Feedback' typed into it, and a large 'Exit' button. At the bottom of the page are links for 'About | Contact | Privacy' and the copyright notice '© 2009 ArbiterSports'.

The Austin Baseball Umpires Association has established a Peer Feedback system to allow officials to provide to other officials with whom they have called games. All responses are anonymous. Reports are compiled twice during the high school season for review by the officials to whom the feedback was provided.

Clicking on PEER FEEDBACK will open the page shown on the right. The default date range is the past week from the current date. You can change the date range by changing the dates on the left hand side of the page and then clicking on GO (just below the date range).

This screenshot shows the 'Evaluation List' page. The top navigation bar and user profile are identical to the previous screenshot. The main content area displays a table of evaluation results. The table has columns for 'Official', 'Position', 'Game', 'Date & Time', 'Sport & Level', 'Report', and 'Evaluate'. The first row shows an entry for Peter Hays. The 'Evaluate' column for this row contains a red 'A+' button, which is circled in red in the screenshot. Other rows show entries for Gary Mercer, Rodney Langford, Carl Floto, Stephen Prentice, and Rodger Claycomb. Each row also has a 'Report' link and an 'Exit' button. The bottom of the page includes standard links and a copyright notice.

If there are games for which you can provide feedback, they will be listed as shown on the right.

To provide feedback to another official, click on the red A+ on the right side of the game information. This will bring up the Peer Evaluation form.

This screenshot shows a detailed view of a peer evaluation form. The top navigation bar and user profile are consistent with the previous screenshots. The main content area is a form with fields for 'Official', 'Position', 'Game', 'Date & Time', 'Sport & Level', 'Report', and 'Evaluate'. The 'Evaluate' field for the first row (Peter Hays) contains a red 'A+' button, which is circled in red. The bottom of the form has a large 'Exit' button.

Complete the form with your feedback. NOTE: Written comments are generally much more meaningful than just simply putting numerical scores for each of the criteria.

Clicking on any criteria names will cause a popup window to appear with additional information about that criteria (ratings, more detailed description of what it means, etc.)

Weight	Criteria	Score	Comment
5%	Did your partner and you make contact at least 3 days before the game (or as soon as one of you got the assignment)? NOTE: 1=NO 5=YES	[N/A]	
5%	Was your partner on time (at least 30 minutes before game time)? NOTE: 1=NO 3=NO, but he called and told me he was going to be delayed 5=YES	[N/A]	
10%	Pre/Post Game Communications	[N/A]	
10%	Appearance / Field Presence	[N/A]	
10%	Knowledge and Application of rules	[N/A]	
10%	Mechanics (communications/rotations)	[N/A]	
10%	Plate mechanics (stability/consistency)	[N/A]	
10%	Judgment	[N/A]	
10%	Timing	[N/A]	
10%	Hustle	[N/A]	
10%	Game management	[N/A]	

EVALUATIONS – VIEW RESPONSES

Responses are generally compiled by the evaluation committee twice during the high school season, and once or twice during the “summer” season. If not enough feedback forms have been completed to ensure the anonymity of the feedback providers, no reports will be compiled.

If reports are ready for your review, they will be listed on this page. Selecting the Evaluation Report Name will allow you to see the report with additional details, including all comments provide by other officials.

Evaluation Report Name	#Responses	Average Score
1	1	

EVALUATIONS – SELECT GAMES

Use of this section is limited to those members who are designated as Observers or Evaluators.

PAYMENTS TAB

PAYMENTS – REFPAY

If RefPay is used, you will be able to log in here. RefPay is not used by the ABUA.

The screenshot shows the ArbiterSports website interface. At the top, there is a navigation bar with links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". Below this, a user profile is displayed: "Ken Williams (Official)", "Austin TASO - Baseball", and "Group ID: 101397". The main menu includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS" (which is highlighted), "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". Under the "PAYMENTS" menu, there are three sub-options: "REFPAY" (which is highlighted), "PAYSHEETS", and "INVOICES". The main content area is titled "RefPay" and features the "RefPay.com" logo with the text "Click RefPay logo to Login". A message box says "Please enter your RefPay account information". Below this, there are input fields for "RefPay Username" (with a plus sign icon) and "RefPay Account #". To the right of these fields is a "Group" dropdown menu. At the bottom of the page, there are links for "About | Contact | Privacy" and the copyright notice "© 2009 ArbiterSports".

PAYMENTS – PAY SHEETS

Pay sheets are used primarily for “summer ball”. To assist the officials and leagues, the ABUA collects the game fees from the leagues and passes it on to the members. A pay sheet is created each month to detail which games were worked, how the games were paid (paid at the plate or paid through ABUA), the amount of dues which the official owes, and any travel fees due to the official. These pay sheets can be reviewed by the official by going to the Payments – Pay Sheets page, as shown below.

The screenshot shows the ArbiterSports website interface, similar to the previous one but with different content. At the top, there is a navigation bar with links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". Below this, a user profile is displayed: "Ken Williams (Official)", "Austin TASO - Baseball", and "Group ID: 101397". The main menu includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS" (which is highlighted), "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". Under the "PAYMENTS" menu, there are three sub-options: "REFPAY", "PAYSHEETS" (which is highlighted), and "INVOICES". The main content area is titled "Pay Official" and features the "Exit" button. Below this, there is a section titled "Paysheets" with a "Print Paysheets" button. A table titled "All" lists two entries for "Williams, Ken": one with a check number of 104 dated 12/31/2009 and an amount of 1,819.25, and another with a check number of 104 dated 1/18/2010 and an amount of -90.00. There are "View" buttons next to each entry. At the bottom of the page, there are links for "About | Contact | Privacy" and the copyright notice "© 2009 ArbiterSports".

Individual pay sheets can be reviewed by selecting either the DATE view () or the LEVEL View () icon on the right hand side of the screen. The DATE view is a detailed game-by-game accounting of your games worked. The LEVEL view is a summary accounting of your games worked by Sport and Level only.

Pay sheets can be printed out by placing a checkmark in the box on the left side of the screen next to each pay sheet you want to print. When you have finished selecting the pay sheets you want to print, click the PRINT PAYSHEETS button.

PAYMENTS – INVOICES

Invoices are shown on this page, if any have been generated. Invoices might be generated for money owed for dues, fines, equipment, or other items. If invoices have been generated, they can be viewed and printed from this page.

The screenshot shows the ArbiterSports software interface. At the top, there is a navigation bar with links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. Below this, a user profile is displayed: Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main menu has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, PROFILE, and REFPAY. Under PAYMENTS, the sub-tabs are PAYSHEETS and INVOICES, with INVOICES currently selected. The main content area is titled "View and Print Invoices". It contains a table with the following data:

	Official	#	Date	Invoice	View	Receipt	Statement
				0.00			

At the bottom of the content area are two buttons: "Print Invoices" and "Exit". The footer of the page includes links for About, Contact, and Privacy, and a copyright notice: © 2009 ArbiterSports.

BLOCKS TAB

BLOCKS – DATES

The DATES section is the **MOST IMPORTANT** feature of Arbiter for umpires !!!

The Assigner relies on this function to assign games and to determine who is available if an umpire is needed on short notice.

Your calendar can be modified at any time, and the changes are effective immediately. This means that you can keep your availability current as events change in your life or work. IT IS CRITICAL THAT YOU KEEP YOUR CALENDAR CURRENT !!

When you click on the DATES link, you will see the screen below. There are several items of importance on this page concerning how you input data and change your schedule.

The screenshot shows the ArbiterSports software interface with the 'BLOCKS' tab selected. The top navigation bar includes links for SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. The user's profile information is displayed: Ken Williams (Official), Austin TASO - Baseball, Group ID: 101397. The main menu bar has links for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS (selected), LISTS, MYREFeree, and PROFILE. On the left, a sidebar menu includes DATEs (selected), Action (with options: View Schedule, Block All Day, Block Part Day, Clear Blocks, Add Notes), Reports (Calendar), and a Legend for game status icons: Assigned Game (dark grey), Attached Game (light grey), Pending Game (medium grey), Full Day Block (dark grey), Part Day Block (light grey), and Open Day (white). The central workspace displays a 'Calendar' section titled 'Action - "View Schedule"'. It features two date range selection boxes: 'Time Range' (From: 8:00 AM, To: 5:00 PM) and 'Date Range' (From: [empty], To: [empty], Apply button). Below these are buttons for 'Exit' and 'Action - "View Schedule"' (Month: Jan 2010 dropdown). A large monthly calendar grid for January 2010 is shown, with days from Sun to Sat. Specific dates like 17, 28, and 15 are highlighted in dark grey. At the bottom, a table titled '1/19/2010 - Games and Blocks' lists columns for Group, Games/Blocks, Status, From, To, Site/Created, and Firm, with an 'Delete Note' button. An 'Exit' button is also present at the bottom right.

First, you must make sure you are looking at the correct month that you want to view/change. (The default is the current month). To change the month, click on the MONTH tab and then select the month you want view/change.

When the correct month is displayed, you will see color-coded displays of your calendar. The legend for these codes in located on the left side of the screen.

The calendar shows games accepted, games pending, “attached” games (games/teams in which you have a special interest, but are not assigned), partial and full-day blocks, and days for which you are unassigned and available (open days).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Action - "Block Part Day"						
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

ACTION

The **ACTION** section is where you can make changes to your availability. You will use this section often, so learn how to use it. **PAY PARTICULAR ATTENTION TO THE NEXT SEVERAL SECTIONS AS IT IS EASY TO FOUL UP YOUR SCHEDULE IF YOU ARE NOT CAREFUL WITH HOW YOU MAKE CHANGES !!**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

There are four “actions” available.

- View Schedule (look by month or day, but no changes are made)
- Block All Day (when this box is checked, EACH day you click on is blocked for the entire 24-hour period)
- Block Part Day (when this box is checked, EACH day you click on is blocked for the time period shown in the “TIME RANGE”)
- Clear Blocks (when this box is checked, EACH day you click on will have all blocks DELETED. Once deleted, you have to re-enter them.....there is NOT an “undo” feature)
- Add Notes (when this box is checked, a “notes” form is displayed each time you click on a day to add a block.)

NOTE: Just above the “Time Range” is an indicator of what “Action” is going to be taken if you click on a date. Check this BEFORE you click on a date to make sure the correct action is being taken !!

BLOCK ALL DAY

This function is generally used when you are out-of-town or can't work that day at all (anniversaries, birthdays, etc.). To block a date ALL DAY:

1. Click on BLOCK ALL DAY
2. Click on the appropriate date
 - a. The date will turn RED, indicating that you do not want an assignment that day, regardless of the time

BLOCK PART DAY

This function is used to block out times when you cannot work, but show you as available for other times during the day. For example, you can block out all or part of your workday so you don't get morning or early afternoon games during tournament season, but still remain available for games later in the day or evening. You could also block out an evening when you have something else to do, but want to remain available for a game earlier in the day. It is probably the MOST USED section of the calendar.

To block out a partial day:

1. Click on Block Part Day
2. Set the Time Range you want to BLOCK
 - a. The default is 8:00am to 5:00pm
 - b. If you click on a date BEFORE changing this time, you will block out the default time
3. Click on the date for which you want to block out specific times
 - a. The date will turn ORANGE to indicate a partial day block
4. If you make a mistake
 - a. Click on the Trashcan to the left of the blocked time you want to remove
 - b. Set the Time Range to the time you DO want to block, and click on the date again.
5. It is possible to block multiple times during a day (e.g.: 8:00am to 11:00am and 6:00pm to 9:00pm)
 - a. Click on Block Part Day
 - b. Set the Time Range to the first time you want to block in the Time Range and click on the appropriate date
 - c. Set the Time Range to the second time you want to block and click on the date again
 - d. Both times will now show as blocked

CLEAR BLOCKS

There are two ways to clear blocks.

1. Under VIEW SCHEDULE, select the day for which you want to remove the blocks.
 - a. Click on the trashcan for the block you want to remove
2. Click on the CLEAR BLOCKS feature
 - a. Each time you click on a date, ALL blocks for that day will be removed

The screenshot shows the software's calendar and schedule management interface. At the top, there's a navigation bar with 'ACBON' and 'Calendar' tabs, and a search bar. Below the navigation is a 'Time Range' section with 'From' and 'To' fields set to '6:00 PM' and '10:00 PM'. To the right is a 'Date Range' section with a date picker and 'Apply' button. The main area is a monthly calendar for January 2010, with days from Sunday to Saturday. A specific date, January 17th, is highlighted in orange, indicating it is blocked. Below the calendar is a table titled '1/26/2010 - Games and Blocks' with columns for Group, Games/Blocks, Status, From, To, Site/Created, and Firm. The table shows one entry for group 101397 with status 'BLOCKED' from 8:00 AM to 10:00 PM. There are also 'Delete Note' and 'Edit' buttons for this row.

BLOCK or UNBLOCK MULTIPLE DAYS/DATES

It is possible to block out (or clear blocks) for an entire range of days or dates in Arbiter.

1. Click on the function (Block All Day, Block Partial Day, or Clear Blocks) that you wish to perform.
 - a. If it is a Partial Day Block, set the Time Range that you wish to block
2. Set the Date Range (From and To) that you want to block out dates or clear all blocks
 - a. Click on the calendar icon at the left side of the FROM or TO field
3. Select the DAYS OF THE WEEK you want to block or clear blocks within the time period selected
 - a. All seven days for vacations, etc.
 - b. Monday through Friday for standard work week
 - c. Just certain days (for school, work schedules, etc.)
4. Click the APPLY button
 - a. The dates and days selected will be blocked or cleared of all blocks, depending upon your selection of “Actions”

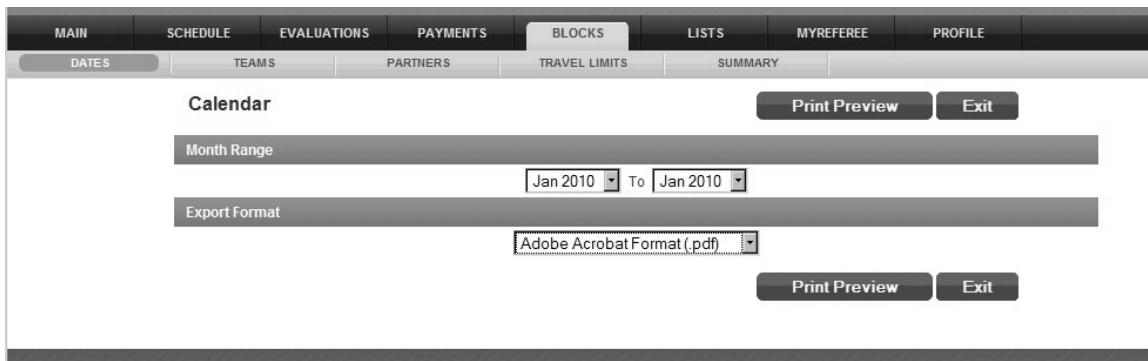
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

REPORTS

The reports function allows you print out a report of your calendar showing games accepted, games pending, and all blocked dates and times. This is especially useful for reviewing your blocks before you make changes, or after you have made changes to make sure you got them entered correctly !!

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

To obtain a printed report, select the “Calendar” function under Reports. The following screen will then be displayed.



1. Set the date range for which you wish to obtain a printed report. The default is the current month.
2. Once you have set the date range, select the FORMAT of the report you would like. There are several options for report formats:



- b. Adobe Acrobat (default file type)
- c. Excel
- d. Word / Rich Text format
- e. Plain Text
- f. HTML
- g. Tagged Image Format (TIFF picture format)

3. Click the PRINT button

Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

These reports do not print out a calendar, but simply show the dates and blocked times for each date. This allows you to verify the accuracy of what you entered.

Ken Williams		Calendar January 2010			
Jan 15	BLOCKED 12:00 AM 11:59 PM	Jan 23	BLOCKED 12:00 AM 11:59 PM		
Jan 16	BLOCKED 12:00 AM 11:59 PM	Jan 30	BLOCKED 12:00 AM 11:59 PM		
Jan 17	BLOCKED 12:00 AM 11:59 PM				

BLOCKS - TEAMS

This function is used to block out teams for whom you do not desire, or cannot, call games. **The TASO Conflict of Interest policy sets out 5 specific reasons for an official to NOT call games for certain schools.** If you meet the criteria for ANY of these reasons, you should BLOCK OUT all of that school's teams (JV, Freshman, and Varsity) to avoid any hint of conflict of interest. We have plenty of other schools to which we can send you.

When you select BLOCK – TEAMS, you will see the screen shown below. This screen allows you manage your team blocks including adding and deleting teams.

ArbiterSports

SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams

Home Away Apply Save Exit Show All

	Team	Sport	Level	Home	Away	Date
1	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All					

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To ADD a team

1. Click on “SHOW ALL” at the RIGHT side of the columns row.

ArbiterSports

SUPPORT | MY ACCOUNT | SIGN OUT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams

Home Away Apply Show All Save Exit

	Team	Sport	Level	Home	Away	Date
1	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All					

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2. This will bring up a team list screen.

ArbiterSports

SUPPORT | MY ACCOUNT

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFEREE PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams

Successfully save blocked teams.

Home Away Apply Show All

	Team	Sport	Level	Home	Away	Date
<input type="checkbox"/>	A&M Consolidated	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	A&M Consolidated	BASEBALL	HS Playoff-2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Abilene	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Abilene	BASEBALL	HS Playoff-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Abilene Cooper	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Academy JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Aces	Summer Ball	MISBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Akins	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Akins Fresh.	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Akins JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Alamo Heights	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	All Saints	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Allen Academy	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Alumni	BASEBALL	3A/2A/1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Anderson	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Anderson Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Anderson JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

3. You can navigate to a specific team/school name by clicking on the first letter of their name at the bottom of the list.
4. You can navigate to the next page, or a specific page, by clicking on the page number at the bottom of the screen.
5. Place a checkmark by the team and level (Varsity, JV, Freshman) that you wish to block. If a school has MORE than one team, you will need to follow this procedure for EACH team (e.g.: JV & Varsity) that they have.
6. Once you have selected teams to block, click on SAVE to apply the block.

<input type="checkbox"/> Alamo Heights	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> All Saints	BASEBALL	3A/2A 1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Allen Academy	BASEBALL	3A/2A 1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Alumni	BASEBALL	3A/2A 1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Anderson	BASEBALL	5A/4A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Anderson Fresh	BASEBALL	Freshman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Anderson JV	BASEBALL	JV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Angels	Summer Ball	MSBL/MABL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Antonian	BASEBALL	3A/2A 1A H.S.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ...
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

ArbiterSports

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN		SCHEDULE	EVALUATIONS	PAYMENTS	BLOCKS	LISTS	MYREFEREE	PROFILE	SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT																																																																																																																								
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<input type="button" value="Save"/> <input type="button" value="Exit"/>																																																																																																																																	

7. Blocked teams will now be shown on the initial screen and will be at the top of the page when you put a checkmark in SHOW ALL.
8. Follow this procedure if you need to add blocks for teams at any time during the season.

ArbiterSports

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN		SCHEDULE	EVALUATIONS	PAYMENTS	BLOCKS	LISTS	MYREFEREE	PROFILE	SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT																								
DATES	TEAMS	PARTNERS		TRAVEL LIMITS		SUMMARY																											
Block Teams																																	
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To DELETE or EDIT a Block for a Team

1. Open the BLOCK – TEAMS page.
2. To DELETE a Block, remove the checkmark beside the team name(s) and level on the left side of the columns. Then click SAVE
3. To EDIT a Block – You can change whether you block both Home and Away games (default), or just Home OR Away games. Remove/Add the checkmark as needed and then click SAVE

ArbiterSports

Ken Williams (Official)
Austin TASO - Baseball
Group ID: 101397

MAIN		SCHEDULE	EVALUATIONS	PAYMENTS	BLOCKS	LISTS	MYREFEREE	PROFILE	SWITCH VIEWS SUPPORT MY ACCOUNT SIGN OUT																								
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BLOCKS – PARTNER

This function allows you to block (scratch) a specific official with whom you do NOT want to call games. Selecting the Blocks-Partner function brings up the screen shown below.

ArbitersSports

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFeree PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Teams
Successfully save blocked teams.
 Home Away **Apply** Show All

Team	Sport	Level	Home	Away	Date
1	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All				

Save Exit

To ADD a partner to the block (scratch) list

1. Put a checkmark in the SHOW ALL box on the right side of columns listing.

Block Teams
Successfully save blocked teams.
 Home Away **Apply** Show All

Team	Sport	Level	Home	Away	Date
1	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All				

Save Exit

2. This will bring up the list of officials for this association
3. Place a checkmark next to the name of any official with whom you do NOT want to call games.
4. You can navigate through the list by using the numbers (to scroll from page to page or go to a specific page) or the letters (to go to a list of officials whose last name begins with that letter).
5. Once you have selected the officials you wish to scratch (block), click on SAVE to apply the block.

ArbitersSports

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFeree PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Block Partners
 Show All

Partner	Date
<input type="checkbox"/> Beat, Rick	
<input type="checkbox"/> Beene, William	
<input type="checkbox"/> Begley, Jim	
<input type="checkbox"/> Bell, Daniel	
<input type="checkbox"/> Bray, David	
<input type="checkbox"/> Broch, Paul	
<input type="checkbox"/> Brooks, Andrew	
<input type="checkbox"/> Brown, Mitchell	
<input type="checkbox"/> Burges, Daniel	
<input type="checkbox"/> Burrows, Bryan	

1 2 3 4 5 6 7 8 9 10 11 12 13
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Save Exit

To DELETE a Block for an official

1. Open the BLOCK – PARTNERS page.
2. To DELETE a Block, remove the checkmark beside the official’s name(s) on the left side of the columns. Then click SAVE

BLOCKS – TRAVEL LIMITS

This feature works in conjunction with the Calendar feature for assignment of games. It allows you to set mileage limits (that is travel no more than XXX miles from your point of departure) to get to a game.

Setting this limit too low can, however, limit the number of game assignments that you may receive. A setting of 999 means you will go anywhere we have a game.

Departure points are by ZIP CODE rather than a specific address and do NOT take into account travel routes. They are “direct line” (as the crow flies) from the departure zip code to the destination zip code.

You can set departure zip codes differently for each day of the week. This allows you to use your home zip code for days off and your office zip code for work days. It is highly advisable to set the zip codes by day of the week for where you expect to be on those days to facilitate game assignment.

Selecting the Travel Limits function will bring up the screen shown below:

To EDIT Travel Limits

1. Click on the Pencil on the left side of the DAY OF THE WEEK that you want to edit

	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Austin, TX 78701	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

2. This will put that day of the week in the EDIT mode

	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Tuesday	Dripping Springs, TX 78620	999
<input checked="" type="checkbox"/>	Wednesday	78620	999
<input type="checkbox"/>	Thursday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

3. Change the ZIP CODE and/or DISTANCE as desired

4. Click on the Checkmark on the left side to save the change, click on the X to cancel the changes.

5. You can make changes to **all or a selected group** of days at once by using the check boxes on the left side of the days list.

- a. You can enter/change a zip code (same as “postal code”) and apply it to all checked boxes by clicking on APPLY

- b. You can enter/change the distance you are willing to travel by entering the distance and then clicking APPLY.

6. You can set the parameters by each day of the week. They do NOT have to be the same for all days. For example, you may live in one zip code, but work in another on certain days. If you would be leaving from a game from your workplace, you can use your workplace zip code for those days, and your home zip code for days when you will be leaving from home.

ArbitersSports

Karen Williams (Official)
Austin TASO - Baseball
Group ID: 101397

SWITCH VIEWS | SUPPORT | MY ACCOUNT | SIGN OUT

MAIN SCHEDULE EVALUATIONS PAYMENTS BLOCKS LISTS MYREFeree PROFILE

DATES TEAMS PARTNERS TRAVEL LIMITS SUMMARY

Edit Travel Limits

Postal Code Distance Apply Exit

	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Tuesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

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	Day	PostalCode	Distance
<input type="checkbox"/>	Sunday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Monday	Austin, TX 78701	999
<input type="checkbox"/>	Tuesday	Austin, TX 78701	999
<input type="checkbox"/>	Wednesday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Thursday	Elgin, TX 78621	999
<input type="checkbox"/>	Friday	Dripping Springs, TX 78620	999
<input type="checkbox"/>	Saturday	Dripping Springs, TX 78620	999

BLOCKS – SUMMARY

This feature creates a written report of all of your blocks. It is very useful for reviewing before and after you make any changes.

Selecting the Summary feature will bring up the screen shown below:

The screenshot shows the ArbitersSports software interface. At the top, there's a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. On the right, it shows the user's name 'Ken Williams (Official)', group information 'Austin TASO - Baseball', and 'Group ID: 101387'. Below the navigation bar is a main menu with tabs: 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS' (which is highlighted), 'LISTS', 'MYREFeree', and 'PROFILE'. Underneath these are sub-links: 'DATES', 'TEAMS', 'PARTNERS', 'TRAVEL LIMITS', and 'SUMMARY'. A 'Print Blocks Summary' dialog box is overlaid on the page. It has a title 'Print Blocks Summary (Ken Williams)'. Inside, there's a dropdown menu for 'Export Format' with 'Adobe Acrobat Format (.pdf)' selected. At the bottom of the dialog are 'Print Preview' and 'Exit' buttons. The main content area below the dialog shows links for 'About | Contact | Privacy' and the copyright notice '© 2009 ArbiterSports'.

1. Select the FORMAT of the report you would like. There are several options for report formats:
 - a. Adobe Acrobat (default file type)
 - b. Excel
 - c. Word / Rich Text format
 - d. Plain Text
 - e. HTML
 - f. Tagged Image Format (TIFF picture format)

This screenshot shows the 'Print Preview' dialog box from the previous step. The 'Export Format' dropdown is open, displaying various options: 'Adobe Acrobat Format (.pdf)', 'Adobe Acrobat Format (.pdf)', 'Excel Worksheet Format (.xls)', 'Word / Rich Text Format (.rtf)', 'Plain Text File Format (.txt)', 'HTML Web Page Format (.htm)', and 'Tagged Image File Format (.tif)'. At the bottom of the dialog are 'Print Preview' and 'Exit' buttons.

2. Click the PRINT PREVIEW button
3. A report of ALL blocks you have entered will be printed.

This screenshot shows the 'Official Blocks Summary' report. At the top, it displays the user's information: 'Ken Williams', '710 East Creek Drive', 'Dripping Springs, TX 78620', 'Cellular: 636-6523', and 'Home: 894-0120'. Below this are several sections:

- Date & Time Blocks:** A table showing daily blocks from January 15 to 30, 2010, all listed as 'all day'.
- Team Blocks:** A table showing days where the user is 'When Home' (None) or 'When Away' (None).
- Partner Blocks:** A table showing days where the user is 'None'.
- Day of Week:** A table mapping days of the week to postal codes and travel limits. All entries show 'Dripping Springs, TX 78620' and a 'Travel Limit' of '999'.

Day of Week	Postal Code	Travel Limit
Sunday	Dripping Springs, TX 78620	999
Monday	Dripping Springs, TX 78620	999
Tuesday	Dripping Springs, TX 78620	999
Wednesday	Dripping Springs, TX 78620	999
Thursday	Dripping Springs, TX 78620	999
Friday	Dripping Springs, TX 78620	999
Saturday	Dripping Springs, TX 78620	999

LISTS TAB

LISTS – OFFICIALS

This feature provides contact information for the umpires in the Austin Chapter. The list provides phone numbers, email address, and an address as entered by each member. Each member is responsible for keeping their information up-to-date so that they can be contacted by their partners for assigned games.

Selecting this Officials feature will bring up the screen shown below.

Full Name	Email
1, CenTen	
2, CenTen	
Alford, James	alford@grandecom.net
Allen, Peter	pallenx@aol.com
Allen, Ross	coachrallen@hotmail.com
Baker, John	john.r.baker@freescale.com
Balekta, Mark	homeplateump@hotmail.com
Barrett, Michael	mjbarrett@mail.utexas.edu
Bautista, Ron	b_bautista5@yahoo.com
Bean, Jason	jbeanbx@gmail.com
Beaty, Rick	rbeaty@austin.rr.com
Begley, Jim	begley.jim@gmail.com
Bell, Daniel	rr_dan14@yahoo.com
Bray, David	dvdbr13@yahoo.com
Brochi, Paul	pbro61@sbcglobal.net

To send an EMAIL to an official, click on the email next to their name. This will bring up a new email using the email program on YOUR computer. Many members use email rather than phone calls to contact their partners for assigned games.

To view additional information about an official, including PHONE NUMBERS, click on the official's name. A popup window will open showing the additional information for that official.

The phone numbers displayed on this screen are in priority order as set by the official. You should always use the phone numbers listed in the order in which they are listed when you try to contact your partner by calling them.

Clicking on the VIEW MAP link will open a new tab or window with a map showing the official's address

The screenshot shows the ArbiterSports software interface. On the left, there's a navigation bar with links for MARI, SCHEDULE, EVALUATIONS, and PAYMENTS. Below that is a sidebar with sections for OFFICIALS, UTILITIES, REPORTS, ROSTER, LEGEND (with categories: Normal, Not Ready, Inactive, Not Joined), and DISPLAY (with options: Rows: 25, Save settings, Reset to default, Filters, None Applied, Count 9, Sort, Last Name, First). The main area is titled 'Officials' and lists several names with checkboxes next to them. One row for 'Ken Williams' is selected. To the right of the list is a detailed view of Ken Williams' information, including his address (710 East Creek Drive, Dripping Springs, TX 78620), phone numbers (636-6523 (Cellular), 894-0120 (Home)), email (kwilliams30@austin.rr.com), and a 'View Map' link. At the bottom of this view is a 'Done' button. The bottom of the main screen has an alphabetized list of letters (A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All).

An email can be sent from the popup screen by clicking on the email address at the bottom of the screen. The default for the list is all umpires, sorted alphabetically. If you want to see a particular umpire, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all umpires starting with the letter selected. Then simply scroll down or select the umpire whose information you need to view.

You can view each of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of officials in the association. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows the ArbiterSports software interface with the title "ArbiterSports" at the top left. At the top right, there are links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". Below these, user information is displayed: "Ken Williams (Official)", "Austin TASO - Baseball", and "Group ID: 101397". The main menu bar includes "MAIN", "SCHEDULE", "EVALUATIONS", "PAYMENTS", "BLOCKS", "LISTS", "MYREFEREE", and "PROFILE". The "LISTS" tab is currently selected. A sub-menu for "OFFICIALS" is open, showing options like "CONTACTS", "SITES", and "TEAMS". The "TEAMS" option is selected. The search form contains several input fields and dropdown menus:

- Last Name: Input field with placeholder "Example: *son (returns anything that ends with an 'son')".
- First Name: Input field.
- Email Existence: Dropdown menu set to "All".
- Email: Input field with placeholder "Example: *hotmail.com (returns only email that end with 'hotmail.com')".
- Sport: A dropdown menu currently showing "All Sports" which has been expanded to show "BASEBALL" and "Summer Ball".
- City: Input field with placeholder "Example: Perry (returns only sites located in the city of Perry)".
- State: Dropdown menu set to "All States".
- Postal Code: Input field with placeholder "Example: 84070 (returns only sites with the postal code of 84070)".

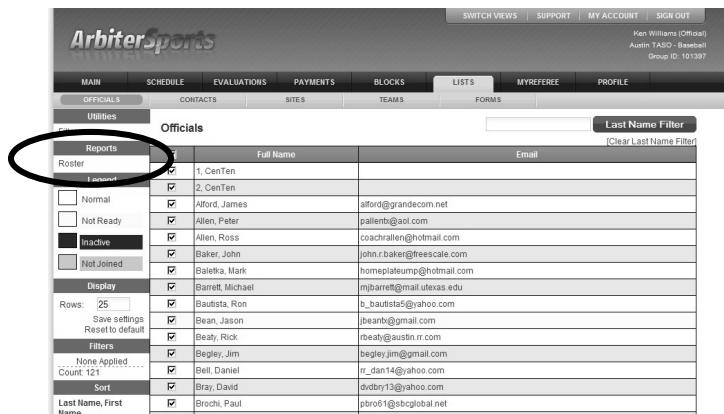
A "Get Results" button is located at the bottom right of the search area.

LISTS- OFFICIALS - ROSTER

A ROSTER of all officials can be printed out for your files. There may be times when you cannot access the web and need to contact your partner. You should carry a copy of the roster along with your umpire equipment so you will always have access to it when needed.

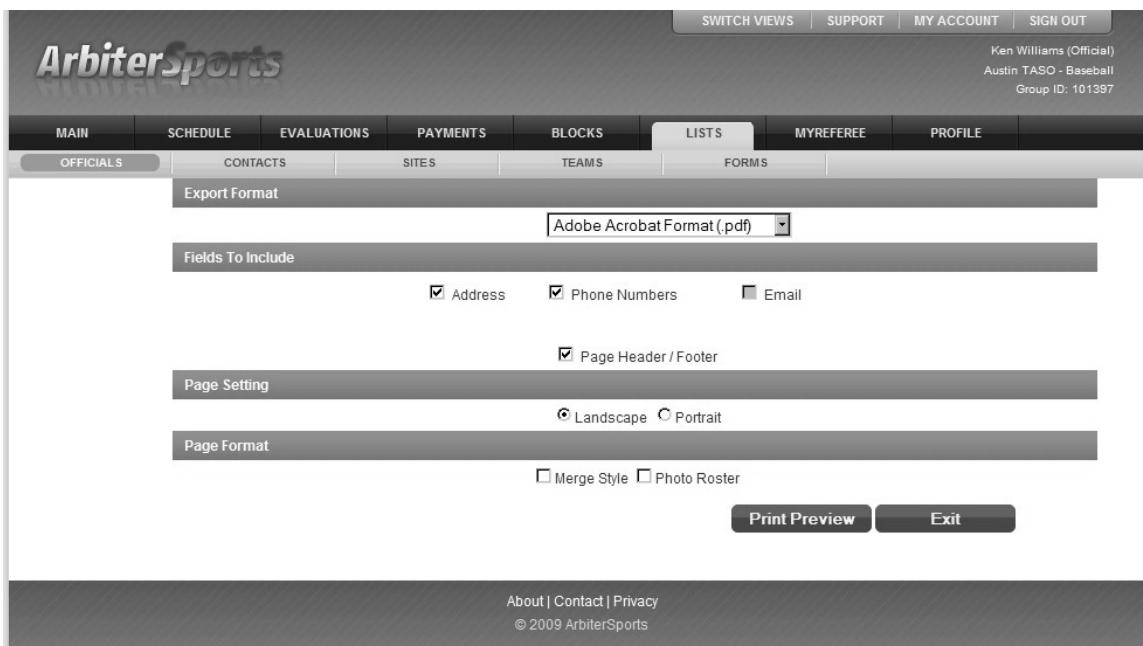
With as many members as we have, phone numbers (especially cell phones) change frequently. The list is updated by each member, but there is no notification that changes have been made. Therefore, **IT IS HIGHLY RECOMMENDED THAT YOU PRINT OUT A COPY OF THE ROSTER AT LEAST ONCE EACH MONTH.** This will ensure that you have reasonably current roster of contact numbers for the officials with whom you will work.

From the LISTS – OFFICIALS page, select the ROSTER link on the left hand side of the page



Officials		
Reports		
Roster	Full Name	Email
<input type="checkbox"/> Normal	1, CenTen	
<input type="checkbox"/> Not Ready	2, CenTen	
<input checked="" type="checkbox"/> Inactive	Afford, James	afford@grandecom.net
<input type="checkbox"/> Not Joined	Allen, Peter	pallen@aol.com
	Allen, Ross	coachallen@hotmail.com
	Baker, John	john.r.baker@rescale.com
	Balekta, Mark	homeplateump@hotmail.com
	Barnett, Michael	mbarrett@mail.utexas.edu
	Bautista, Ron	b_bautista@yahoo.com
	Bean, Jason	jbeanly@gmail.com
	Beatty, Rick	rbeatty@austin.rr.com
	Begley, Jim	begley.jim@gmail.com
	Belt, Daniel	nr_dan14@yahoo.com
	Bray, David	dbray13@yahoo.com
	Brochi, Paul	pbrofi@sbcglobal.net

Selecting the ROSTER function brings up the screen shown below.



The screenshot shows the 'Export Format' section of the Roster configuration. It includes dropdown menus for 'Format' (set to 'Adobe Acrobat Format (.pdf)'), 'Fields To Include' (Address, Phone Numbers, Email), 'Page Header / Footer' (checked), 'Page Setting' (Portrait selected), and 'Page Format' (Merge Style and Photo Roster options). At the bottom are 'Print Preview' and 'Exit' buttons.

- Select the FORMAT of the report you would like. There are several options for report formats:

- h. Adobe Acrobat (default file type)
- i. Excel
- j. Word / Rich Text format
- k. Plain Text
- l. HTML
- m. Tagged Image Format (TIFF picture format)

The screenshot shows the 'ArbitersSports' software interface. In the top right corner, it says 'Ken Williams (Official)', 'Austin TASO - Baseball', and 'Group ID: 101397'. The main menu has tabs for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFeree, and PROFILE. The 'OFFICIALS' tab is selected. Below the menu, there's a 'Export Format' dropdown set to 'Adobe Acrobat Format (.pdf)'. Under 'Fields To Include', there are checkboxes for Address, Phone Numbers, and Email, all of which are checked. Under 'Page Setting', there's a checkbox for 'Page Header / Footer' which is checked. Under 'Page Format', there are radio buttons for 'Landscape' (selected) and 'Portrait'. At the bottom, there are buttons for 'Print Preview' and 'Exit', and links for 'About | Contact | Privacy'.

- Select the features you want printed on the report
 - Name (Not an option, it is included automatically)
 - Address
 - Phone Number
 - Email (NOT AVAILABLE as an option at this time)
 - Page Header & Footer
- Select the Page Setting (Portrait or Landscape)
- Set the Page Format for "Merge" if you so desire
- Click the PRINT button
 - Depending upon your software and web browser configuration, the report will be displayed in a new window or you will be offered the option of displaying the report, opening the report in the appropriate program, or saving the file.

A sample roster is shown below.

Austin TASO - Baseball Darin Stiers (512) 351-2457		Checkoff Roster of Officials 1/1/2005	
Name	Address	Phone Numbers	
Alford, James	1206 Adrian St., San Marcos, TX 78666	H: 512-353-1576	C: 512-393-7954
Anders, Randal	7005 Evans Dr., Round Rock, TX 78681	H: 512-341-8335	W: 512-838-0909
Balekta, Mark	1208 Glen Summer Cove, Austin, TX 78753	H: 834-2332	C: 834-2332
Barrett, Mike	3028 Sesbania Drive, Austin, TX 78748	H: 000-280-1559	W: 000-232-2642
Barrientos, Luis	3604 Fleetwood Dr., Austin, TX 78704	C: 512-924-4252	W: 512-356-1116
Bell, Daniel	1604 Wheless Ln #101, Austin, TX 78723	H: 512-454-1652	W: 512-476-1111
Bonan, Mike	7707 S. IH 35 #831, Austin, TX 78744	C: 303 204 5342	
Branam, Bryan	4606 Gray Fox Dr., Austin, TX 78759	H: 512-338-0978	C: 925-9739
Broad, Tyson	107 E. Luce, Llano, TX 78643	H: 325-247-2301	W: 242-4487
Brown, Mitchell	19000 FM 150, Driftwood, TX 78619	H: 512-894-0058	C: 426-7388

LISTS – CONTACTS

The Contacts feature provides an alphabetical list of contact persons for the various schools, baseball camps, and/or baseball facilities. It works very similar to the List-Officials feature.

Selecting the Contacts feature will bring up the screen shown below.

Full Name	Email	Phones
Abernathy, Charles	charles.abernathy@nike.com	512-464-6515 (Work)
Aguirre, Silvano	silvano_aguirre@roundrockisd.org	414-7363 (Work)
Alexander, Barbara	barbara_alexander@roundrockisd.org	841-2619 (Work)
Alvarez, Rudy	ralvarez@austinisd.org	257-4122 (Work)
Anderson, Jacob	jlander1@austinisd.org	465-8333 Ext 1111 (Work)
Aultman, Thomas	Thomas.Aultman@pfugervilleisd.net	841-2018 (Work)
Bacak, Glenn	bacak@swwbell.net	512-252-0500 (Work)
Banks, Derek	derek_banks03@hotmail.com	414-7363 (Work)
Barker, Coy	coy.barker@leanderisd.org	841-2510 (Work)
Billeaud, Jeremy	jeremy.billeaud@leanderisd.org	414-7363 (Work)
Block, Bobby	robert.block@del-valle.k12.tx.us	414-7363 (Work)
Boggs, Brook	baboggs@yahoo.com	512-663-4694 (Cellular)
Boggs, Tommy	slambaseball40@sbcglobal.net	414-7363 (Work)
Bonner, Terry	terry.bonner@dripping-springs.txed.net	414-7363 (Work)
Bradley, S.L.	slbradley@hpbs.org	841-2510 (Work)
Bratcher, Bart	bart_bratcher@roundrockisd.org	414-7363 (Work)
Brown, Billy	bbrown09@yahoo.com	414-7363 (Work)
Brydon, Beck	bbrydon@regents-austin.com	414-7363 (Work)

The phone number displayed on this screen is the primary contact number as set by the individual listed. You should always use this number FIRST when you try to contact that individual. Additional contact number, if any, can be seen by clicking on the arrow to the right of the displayed phone number.

Full Name	Email	Address	Phones
Alvarez, Rudy		4103 W. Slaughter Ln., Austin, TX 78703	414-7363 (Work)
Anderson, Mike	mike_anderson@lagovista.isd.net	20801 FM1431, Lago Vista, TX 78645	512-267-8380 Ext 1221 (Work)
Anderson, Zach		1201 Payton Gin Rd, Austin, TX 78758	841-2510 (Work)
Bacak, Glenn	bacak@swwbell.net	1715 Ceasar Chavez St, Austin, TX 78703	414-7363 (Work)
Bratton, Par		1111 F. Oliver Austin, Tx 78704	414-7741 (Work)

The default for the list is all contacts, sorted alphabetically. If you want to see a particular contact, and you know his/her last name, then you can go that umpire quickly by clicking on the first letter of their LAST NAME on the alphabetic letters at the bottom of the screen.

This will bring up a page(s) of all contacts starting with the letter selected. Then simply scroll down or select the contact whose information you need to view.

CONTACTS	SITES	TEAMS	FORMS
Contacts			
All	Full Name	Email	Phones
<input type="checkbox"/>	Vade, Toby	wade@smba.org	512-393-9134 (Cellular)
<input type="checkbox"/>	Wallace, Danny	wallaced@georgetownisd.org	512-943-5116 (Fax)
<input type="checkbox"/>	Walz, Heath	heath_walz@roundrockisd.org	512-644-8663 (Cellular)
<input type="checkbox"/>	Warehime, David	david.warehime@leanderisd.org	
<input type="checkbox"/>	Webb, Bryan	Bryan.Webb@smcisd.net	512-618-8938 (Cellular)
<input type="checkbox"/>	Welma, Pete	welmap@hayscisd.net	512-268-8501 (Work)
<input type="checkbox"/>	Wier, David	wierdavid@aol.com	
<input type="checkbox"/>	Wiley, Justin	jwiley@smithvilleisd.org	
<input type="checkbox"/>	Wilkins, Steven	nwaustinpom@gmail.com	512-496-7572 (Cellular)
<input type="checkbox"/>	Wingfield, Jared	jwingfie@eanes.k12.tx.us	512-971-5469 (Cellular)
<input type="checkbox"/>	Worrell, Amanda	aworrell@hccsa.org	2577-4125 (Work)

You can scroll through all of the pages of contacts by clicking on the page numbers at the bottom of the screen.

UTILITIES - FILTER

The Filter feature is basically a tool to search the list of contacts. Searches can be done using various criteria including last name (whole name or partial name), first name, email address (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

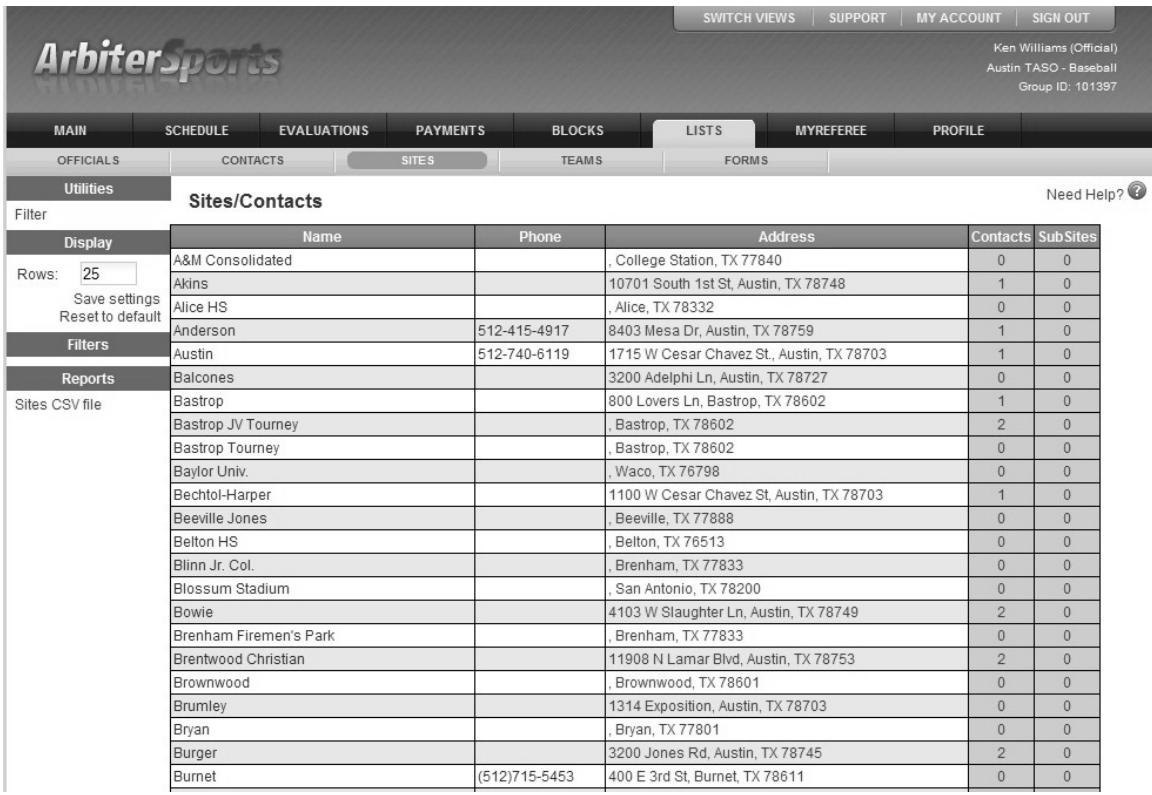
The screenshot shows a software interface with a navigation bar at the top containing links for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFeree, PROFILE, OFFICIALS, and CONTACTS. The CONTACTS link is highlighted. Below the navigation bar is a section titled 'Filters' with input fields for Last Name, First Name, Email, City, State, Postal Code, and Title. Each field includes an example of a search query. A 'Get Results' button is located at the bottom right of the filter section.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS - SITE/CONTACTS

This feature provides contacts for specific facilities and fields where games are worked. Selecting the Sites/Contact feature brings up the screen shown below.



The screenshot shows the ArbitersSports software interface. At the top, there's a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. To the right, it displays the user's name ('Ken Williams (Official)'), group ('Austin TASO - Baseball'), and group ID ('Group ID: 101397'). Below the navigation bar is a main menu with tabs: 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS' (which is currently selected), 'MYREFEREE', and 'PROFILE'. Under the 'LISTS' tab, there are sub-tabs: 'OFFICIALS', 'CONTACTS', 'SITES' (which is selected), and 'TEAMS'. On the left side, there's a sidebar with sections for 'Utilities' (containing 'Display', 'Rows: 25', 'Save settings', and 'Reset to default'), 'Filters', and 'Reports'. The main content area is titled 'Sites/Contacts' and contains a table with the following data:

	Name	Phone	Address	Contacts	SubSites
A&M Consolidated		, College Station, TX 77840		0	0
Akins		10701 South 1st St, Austin, TX 78748		1	0
Alice HS		, Alice, TX 78332		0	0
Anderson	512-415-4917	8403 Mesa Dr, Austin, TX 78759		1	0
Austin	512-740-6119	1715 W Cesar Chavez St, Austin, TX 78703		1	0
Balcones		3200 Adelphi Ln, Austin, TX 78727		0	0
Bastrop		800 Lovers Ln, Bastrop, TX 78602		1	0
Bastrop JV Turney		, Bastrop, TX 78602		2	0
Bastrop Turney		, Bastrop, TX 78602		0	0
Baylor Univ.		, Waco, TX 76798		0	0
Bechtol-Harper		1100 W Cesar Chavez St, Austin, TX 78703		1	0
Beeville Jones		, Beeville, TX 77888		0	0
Belton HS		, Belton, TX 76513		0	0
Blinn Jr. Col.		, Brenham, TX 77833		0	0
Blossum Stadium		, San Antonio, TX 78200		0	0
Bowie		4103 W Slaughter Ln, Austin, TX 78749		2	0
Brenham Firemen's Park		, Brenham, TX 77833		0	0
Brentwood Christian		11908 N Lamar Blvd, Austin, TX 78753		2	0
Brownwood		, Brownwood, TX 76801		0	0
Brumley		1314 Exposition, Austin, TX 78703		0	0
Bryan		, Bryan, TX 77801		0	0
Burger		3200 Jones Rd, Austin, TX 78745		2	0
Burnet	(512)715-5453	400 E 3rd St, Burnet, TX 78611		0	0

If there is a contact for a particular school or field, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

NOTE: The address shown in the address field, especially for schools, is generally the address of the school, NOT NECESSARILY THE BASEBALL FIELD. If you click on the address, you will be provided with a map to that address or location through Map Quest.

**DO NOT RELY ON THESE MAPS TO GET YOU TO
THE BASEBALL FIELDS !! USE THE MAPS
PROVIDED BY THE CHAPTER FOR THIS PURPOSE.**

Baseball fields for several of the schools are nowhere close to the school.

To select a contact, click on the NUMBER at the end of the Site name. This will bring up the contact information, as shown in the example below.

The screenshot shows the ArbiterSports website interface. At the top, there's a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. Below this, a user profile is displayed: 'Ken Williams (Official)', 'Austin TASO - Baseball', and 'Group ID: 101397'. The main menu includes 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFeree', and 'PROFILE'. The current page is titled 'Contacts for Site (Akins)'. It features a table with columns for Contact, Email, Address, Phones, and Email. One row is visible, showing 'Velasquez, Steve' with email 'svelasqu@austinisd.org', address '10701 South 1st Street, Austin, TX 78748', phone '841-9859 (Work)', and an unchecked checkbox for email. There are 'Exit' buttons at the top right and bottom right of the table area. At the bottom of the page, there are links for 'About', 'Contact', and 'Privacy', followed by the copyright notice '© 2009 ArbiterSports'.

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of sites in the database. Searches can use various criteria including site name (whole name or partial name), phone (whole or partial), city, or zip code. Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows the 'Filter Sites' search interface. The top navigation bar has tabs for 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFeree', and 'PROFILE'. Below this, a secondary navigation bar has tabs for 'OFFICIALS', 'CONTACTS', 'SITES' (which is selected), 'TEAMS', 'FORMS', and 'Reports'. A link 'Sites CSV file' is also present. The main content area is titled 'Filter Sites' with a 'Get Results' button and a 'Need Help?' link. A 'Filters' section contains fields for 'Site Name', 'Phone', 'City', 'State' (with a dropdown menu showing 'All States'), and 'Postal Code'. Examples are provided for each field: 'B*' for Site Name, '801*' for Phone, 'Perry' for City, 'UT' for State, and '84070' for Postal Code. There are two 'Get Results' buttons at the bottom, one in the filters section and one at the bottom right.

REPORTS

There are no reports or rosters that can be printed from this feature.

LISTS – TEAMS/CONTACTS

This feature will display a list of baseball teams and the contact or coach for that team, if that information is available. Selecting this feature will bring up the screen shown below.

The screenshot shows the ArbitersSports software interface. At the top, there is a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. To the right, user information is displayed: 'Ken Williams (Official)', 'Austin TASO - Baseball', and 'Group ID: 101397'. Below the navigation bar is a main menu with tabs: 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS' (which is currently selected), 'MYREFEREE', and 'PROFILE'. Under the 'LISTS' tab, there are sub-links: 'OFFICIALS', 'CONTACTS', 'SITES', 'TEAMS' (which is selected), and 'FORMS'. On the left side of the main content area, there is a sidebar with sections for 'Utilities' (containing 'Display', 'Rows: 25', 'Save settings', and 'Reset to default'), 'Filters' (containing 'Abilene Cooper'), and 'Reports' (containing 'Academy', 'Academy JV', 'Aces', 'Akins', 'Akins Fresh.', 'Akins JV', 'Alamo Heights', 'All Saints', 'Allen Academy', 'Alumni', 'Anderson', 'Anderson Fresh', 'Anderson JV', 'Angels', 'Antonian', 'Antonian JV', 'Arlington Bowie', 'A's', and 'Athletics'). The main content area displays a table titled 'Teams/Contacts' with columns: 'Name', 'Sport & Level', 'Travel Limit', and 'Contacts'. The table lists the same 25 teams as the sidebar, with the last column showing the number of contacts (e.g., A&M Consolidated has 0 contacts, while Abilene Cooper has 1 contact).

Name	Sport & Level	Travel Limit	Contacts
A&M Consolidated	BASEBALL, 5A/4A H.S.	999	0
A&M Consolidated	BASEBALL, HS Playoff-2	999	0
Abilene	BASEBALL, 5A/4A H.S.	999	0
Abilene	BASEBALL, HS Playoff-4	999	0
Abilene Cooper	BASEBALL, 5A/4A H.S.	100	0
Academy	BASEBALL, 3A/2A/1A H.S	9999	0
Academy JV	BASEBALL, JV	9999	0
Aces	Summer Ball, MSBL/MABL	999	1
Akins	BASEBALL, 5A/4A H.S.	100	3
Akins Fresh.	BASEBALL, Freshman	9999	4
Akins JV	BASEBALL, JV	9999	4
Alamo Heights	BASEBALL, 5A/4A H.S.	9999	0
All Saints	BASEBALL, 3A/2A/1A H.S	999	0
Allen Academy	BASEBALL, 3A/2A/1A H.S	999	0
Alumni	BASEBALL, 3A/2A/1A H.S	100	0
Anderson	BASEBALL, 5A/4A H.S.	150	3
Anderson Fresh	BASEBALL, Freshman	999	5
Anderson JV	BASEBALL, JV	999	5
Angels	Summer Ball, MSBL/MABL	999	1
Antonian	BASEBALL, 3A/2A/1A H.S	999	0
Antonian JV	BASEBALL, JV	999	0
Arlington Bowie	BASEBALL, 5A/4A H.S.	999	0
A's	Summer Ball, MSBL/MABL	999	1
Athletics	Summer Ball, MSBL/MABL	999	1

The list shows the Team name, Sport & Level, Mileage Limits (this ties into the Mileage Limits that YOU set under the *BLOCKS* feature). If there is a contact for a particular team, then the number of contacts will be displayed in the last column. If the number in the last column is 0, then there is no contact name or number on file for that site.

To select a contact, click on the NUMBER at the end of the Team name. This will bring up the contact information, as shown in the example below.

The screenshot shows the ArbiterSports software interface. At the top, there's a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT'. Below the navigation bar, it displays user information: 'Ken Williams (Official)', 'Austin TASO - Baseball', and 'Group ID: 101397'. The main content area is titled 'Contacts for Team (Akins)'. It contains a table with columns for 'Contact', 'Email', 'Address', 'Phones', and 'Email'. The table has three rows of data. Each row includes a dropdown menu for 'Phones' and a checked checkbox for 'Email'. At the bottom of the table area are two 'Exit' buttons. In the footer, there are links for 'About | Contact | Privacy' and the copyright notice '© 2009 ArbiterSports'.

UTILITIES – FILTER

The Filter feature is basically a tool to search the list of teams in the database. Searches can use various criteria including Team name (whole name or partial name), Sport Level of Competition, Strength, Site (drop down list of all sites) and Bill To (we do not use this feature). Wild cards (e.g.: *son) are accepted for searches.

Selecting the Filter feature will bring up the screen shown below. Once this screen is shown, enter the search criteria and click the “Get Results” button on the right hand side of the screen.

The screenshot shows the 'Filter Sites' search interface. At the top, there are tabs for 'OFFICIALS', 'CONTACTS', 'SITES', 'TEAMS', and 'FORMS'. The 'SITES' tab is selected. Below the tabs, there's a 'Reports' section and a link to 'Sites CSV file'. The main area is titled 'Filter Sites' and contains a 'Filters' section with five input fields: 'Site Name', 'Phone', 'City', 'State', and 'Postal Code'. Each field has an example text entry to its right. At the bottom of the filter section are two 'Get Results' buttons and an 'Exit' button. There's also a 'Need Help?' link with a question mark icon.

REPORTS

There are no reports or rosters that can be printed from this feature.

LIST – FORMS

- . If your organization has online forms, they will be listed here for use or downloading.

The screenshot shows the ArbiterSports website interface. At the top, there is a dark header bar with the 'ArbiterSports' logo on the left and navigation links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', and 'SIGN OUT' on the right. To the right of the header, user information is displayed: 'Ken Williams (Official)', 'Austin TASO - Baseball', and 'Group ID: 101397'. Below the header is a horizontal menu bar with tabs: 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS' (which is currently selected), 'MYREFEREE', and 'PROFILE'. Underneath this menu, there are sub-tabs: 'OFFICIALS', 'CONTACTS', 'SITES', 'TEAMS', 'FORMS' (which is also selected). The main content area is titled 'Forms' and contains two input fields: 'Name' and 'Date'. At the bottom of the page, there is a dark footer bar with links to 'About', 'Contact', and 'Privacy', followed by the copyright notice '© 2009 ArbiterSports'.

MYREFEREE TAB

MYREFEREE – MY REFEREE

My Referee is a service provided by Arbiter to its users at no additional cost. It gives sports officials the chance to access content customized to their needs.

Along with relevant articles selected by sport, MyReferee includes a searchable database containing *Referee* magazine articles. It also includes sports-specific news, updates, quizzes, and other features.

The screenshot shows the ArbiterSports website with the 'MYREFEREE' tab selected. The main content area features a news article titled 'BASEBALL' with two images of baseball players. To the right, there's a sidebar for 'OFFICIATING RESOURCES FOR EVERY BUDGET' with price options (\$5, \$10, \$15, \$20) and a 'LEARN MORE' button. Below that is a section for '2010 NFHS BASEBALL PUBLICATIONS' with a thumbnail image of several books.

MYREFEREE – PROFILE

This page allows you to create a profile of your sports officiating background and affiliations to better enable MyReferee to tailor content that is suited for your needs. Completing this form is entirely optional.

The screenshot shows the 'MyReferee Profile' edit screen. At the top, there are tabs for 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', and 'PROFILE'. The 'PROFILE' tab is selected. The form includes fields for 'Default Generic Sport' (set to 'Baseball'), 'About You' (checkboxes for NASO Member, Referee Magazine Subscriber, Assigner, Association Officer or Director), and 'Sports and levels currently officiating'. Under 'Sports and levels currently officiating', there are dropdown menus for 'Generic Sport' (set to 'Baseball') and 'Generic Level' (checkboxes for Youth Recreation, Intramural, Adult Recreation, High School, Collegiate, Professional). There are also lists for 'Selected Generic Sports & Levels' (Baseball, Youth Recreation, Adult Recreation, High School) with 'Add' and 'Remove' buttons. The 'Membership of organizations:' section contains checkboxes for various sports bodies like ASA, AYSO, AAU, etc., with a 'Save' and 'Cancel' button at the bottom.

PROFILE TAB

PROFILE - PREFERENCES

This feature allows you to set some basic changes in how information is displayed. There are two sections that need to be checked, and one that needs changing only on an annual basis.

Selecting this option will display the screen shown below.

The screenshot shows the 'User Preferences' section of the ArbiterSports application. At the top, there is a navigation bar with links for MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, PROFILE, PREFERENCES (which is currently selected), INFORMATION, and PASSWORD. The top right corner displays the user's name (Ken Williams), title (Official), group (Austin TASO - Baseball), and group ID (101397). Below the navigation bar, there is a 'User Preferences' heading with 'Save' and 'Cancel' buttons. The 'User' section contains the following settings:

- Time Zone: (GMT -06:00) Central Time
- Page Size: 25
- Date Range: 1/1/2010 To 12/31/2010
- Default Printing Format: Adobe Acrobat Format (.pdf)

At the bottom of the page, there are 'Save' and 'Cancel' buttons, and links for About, Contact, and Privacy. The copyright notice © 2009 ArbiterSports is also present.

CHANGE to “Time Zone” to the time zone in which you are located (e.g.: Central Time)

SET the “Date Range” from January 1st to December 31st of the current year (or whatever your season may be). This only needs to be done once each year. If you do NOT set this date range, then you may see data or schedules from whatever date range IS entered in this field and have to manually change the date range in many other parts of the program.

PROFILE – INFORMATION

This feature provides you with the ability to keep your contact information current. Selecting the feature will display the screen shown below.

The screenshot shows the 'ArbiterSports' profile interface. At the top, there are navigation links: SWITCH VIEWS, SUPPORT, MY ACCOUNT, and SIGN OUT. To the right, it displays the user's name (Ken Williams), official status (Austin TASO - Baseball), and group ID (Group ID: 101397). Below the header, a menu bar includes MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFeree, PROFILE, PREFERENCES, INFORMATION, and PASSWORD. The 'INFORMATION' tab is selected. A sub-menu for 'Account' is open, showing options like Phones, Custom Fields, Picture, Status (Ready checked), and Email (kwilliams30@austin.rr.com). The main content area is titled 'Update My Information'. It contains three sections: 'User Identification' (First Name: Ken, Middle Name: [empty], Last Name: Williams, Suffix: [empty], Email: kwilliams30@austin.rr.com), 'Address' (Address 1: 710 East Creek Drive, Address 2: [empty], City: Dripping Springs, State: TX, Postal Code: 78620), and 'Other Information' (Official Number: TASO ID: 100491, SSN: XXX-XX-XXXX, TIN: [empty], Date Of Birth: [empty] (mm/dd/yyyy)). There is a checkbox labeled '(Public to other officials and contacts)' next to the Address section. At the bottom are 'Save' and 'Cancel' buttons.

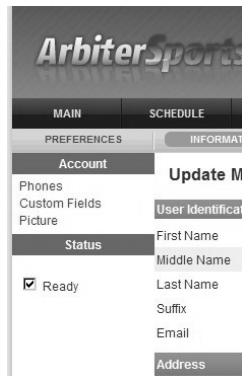
Each field on this page can be edited. The ADDRESS section has an option to allow everyone to see your address, or to restrict to Board Members only. To allow all contacts to see your address, check the box on the right hand side of the ADDRESS label. Unchecking this box will restrict access to the address to assigners only.

NOTE: It is CRITICAL that you keep your **email** updated. This is the primary means of communication for the Austin Chapter !!

A zoomed-in view of the 'User Identification' and 'Address' sections of the profile form. The 'User Identification' section contains fields for First Name (Ken), Middle Name ([empty]), Last Name (Williams), Suffix ([empty]), and Email (kwilliams30@austin.rr.com). The 'Address' section contains fields for Address 1 (710 East Creek Drive), Address 2 ([empty]), City (Dripping Springs), State (TX), and Postal Code (78620). A checkbox labeled '(Public to other officials and contacts)' is located to the right of the Address section. Below the address fields is a date input field for 'Date Of Birth' with a calendar icon and the placeholder '(mm/dd/yyyy)'.

IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT

Under the STATUS section of the menu, there is a check box that says “READY”. This box tells the database that you are ready to be assigned. **YOU MUST CHECK THE BOX INDICATING THAT YOU ARE READY TO BE ASSIGNED OR THE SYSTEM WILL NOT CONSIDER YOU FOR GAMES !!**



INFORMATION – PHONES

This feature allows you to enter and edit phone numbers at which you can be contacted by members of the chapter. It is crucial that you keep these numbers updated if they change, especially your cell phone number. Selecting this feature will bring up the screen shown below.

Type	Phone Number	Extension	Public	Note	Up	Down
Cellular	636-6523		<input checked="" type="checkbox"/>			
Home	894-0120		<input checked="" type="checkbox"/>			

To ADD a phone number

1. Click on the PLUS sign on the left side of the column title bar

Type	Phone Number	Extension	Public	Note	Up	Down
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2. This will bring up the phone entry screen

3. First select the TYPE of phone number that you wish to enter

- a. Click on the arrow on the right side of the TYPE field, and then select the phone type you wish to enter.

Type	Phone Number	Extension	Public	Note
Home			<input checked="" type="checkbox"/>	

b. Your choices are

- i. Home
- ii. Work
- iii. Fax
- iv. Cellular
- v. Pager
- vi. Security
- vii. Other

The screenshot shows a software interface titled 'Phone Numbers'. At the top right is an 'Exit' button. Below it is a table with columns: Type, Phone Number, Extension, Public, and Note. A dropdown menu is open over the 'Type' column, showing options: Home, Work, Fax, Cellular, Pager, Security, and Other. The 'Home' option is highlighted. The 'Public' checkbox is checked. At the bottom of the screen, there is a copyright notice: '© 2003 - 2004 Advanced Business Technology Corporation. All rights reserved. Privacy Statement'.

4. Enter the phone number, extension, and any notes (for yourself, no one else sees this). Leave the box that says "PUBLIC" **checked**, or other official will NOT be able to see the phone number when they need to contact you.

5. Follow the above procedure until all phone numbers have been entered.

6. Once you have entered all of your contact phone numbers, you can arrange them in the order that you would like your partners to use when they need to contact you. The numbers are displayed in the *Lists – Officials* feature in the order that they are shown in the phone entry list.

This screenshot shows the same 'Phone Numbers' interface as the previous one. The 'Public' checkbox in the table row is circled in red. The rest of the interface is identical to the first screenshot.

7. To re-arrange the number list, use the arrows to the right of the phone number list to move the number either up or down in the list.

This screenshot shows the 'Phone Numbers' interface with three entries: Home (555-5555), Cellular (888-8888), and Work (777-7777). To the right of each entry are 'Up' and 'Down' arrows used for reordering. The 'Public' checkboxes are checked for all entries. The 'Note' column is empty. The 'Up' and 'Down' buttons are also circled in red.

To DELETE a phone number

1. Click on the Trashcan on the left hand side of the phone number to be deleted.

This screenshot shows the 'Phone Numbers' interface with the same three entries. The trashcan icon (an X inside a circle) to the left of the 'Home' entry is circled in red, indicating it is selected for deletion.

To EDIT a phone number

1. Click on the Pencil on the left hand side of the phone number to be changed. This will put that number into "edit mode".
2. When you are finished, click on the Check Mark to accept the changes, or the X to cancel the change

Once you have completed entering, editing, or deleting phone numbers, click on the EXIT button to return to the main Information page. Click on the SAVE button to save the changes you have made.

Custom Fields

This field is NOT editable. It displays your TASO Identification number, which you will need for various purposes including access to the Members Only section of the TASO website. Selecting this feature will display the screen shown below.

The screenshot shows a web page titled "Edit Miscellaneous Fields". The page has a header with "Edit View your miscellaneous fields. Click 'Save' to save your changes, or click 'Cancel' to go back." Below the header is a section titled "Misc Fields" containing a single input field labeled "TASO Membership Number". At the bottom of the page are two sets of "Save" and "Cancel" buttons.

PICTURE

This feature allows you to upload an image or photograph to associate with your user account. Selecting this feature will display the screen shown below.

The screenshot shows a web page titled "ArbiterSports". The top navigation bar includes links for "SWITCH VIEWS", "SUPPORT", "MY ACCOUNT", and "SIGN OUT". A user profile is displayed: "Ken Williams (Official)", "Austin TASO - Baseball", "Group ID: 101397". The main menu has options: MAIN, SCHEDULE, EVALUATIONS, PAYMENTS, BLOCKS, LISTS, MYREFEREE, PROFILE, PREFERENCES, INFORMATION, and PASSWORD. The "INFORMATION" tab is selected. The central content area is titled "Add an image to your user account". It contains instructions: "Select the image you would like to upload. Please note that the image must be either a 'gif' or 'jpeg' file. We recommend that your image you upload be 150 pixels wide by 200 pixels high. If your image is larger, we will resize and crop it for you. Also note that we (ArbiterSports, or Assigners of your group) retain the right to remove any images deemed offensive or inappropriate." Below these instructions are two buttons: "Browse..." and "Upload". At the bottom of the page are links for "About | Contact | Privacy" and the copyright notice "© 2009 ArbiterSports".

To ADD an image

1. Follow the instructions on the screen as to maximum size of the image and other restrictions.
2. Enter the location of the image (or use the “browse” button to locate the image)
 - a. *A word of caution about photographs. Be selective about what you image you choose. Coaches, officials, and other contacts will be able to see it, so make sure it is an appropriate image.*
3. Click the “UPLOAD” button.

PROFILE – PASSWORD

This feature allows you to change the password for your user account. Selecting this feature will display the screen shown below.

The screenshot shows the ArbiterSports website interface. At the top, there's a navigation bar with links for 'SWITCH VIEWS', 'SUPPORT', 'MY ACCOUNT', 'SIGN OUT', and user information ('Ken Williams (Official)', 'Austin TASO - Baseball', 'Group ID: 101357'). Below the navigation is a main menu with tabs: 'MAIN', 'SCHEDULE', 'EVALUATIONS', 'PAYMENTS', 'BLOCKS', 'LISTS', 'MYREFEREE', 'PROFILE', 'PREFERENCES', 'INFORMATION', and 'PASSWORD'. The 'PASSWORD' tab is currently selected. A sub-menu titled 'Change Password' is displayed, with the instruction 'Change your password information and click 'Change' when you are finished.' Below this, there are two input fields: 'Current Password' and 'New Password'. Underneath 'New Password' is a note: '(Be sure that your caps lock is not on as passwords are case sensitive.)'. There are also fields for 'Confirm Password' and 'About | Contact | Privacy' at the bottom. Two 'Change' and 'Cancel' buttons are located at the top right of the password input area and at the bottom right of the page.

To CHANGE your PASSWORD

1. Enter your OLD password
2. Enter your NEW password
3. Confirm your NEW password

Click on the “Change” button

STATUS – READY for ASSIGNMENT

This feature lets the Arbiter program, and thus the assigner, know that you are ready for assignment. Once you have entered and saved your contact information (so your partners can contact you), click on this feature to put a CHECKMARK in the “Ready” box.

If you do NOT put a checkmark in the “Ready” box, the system will NOT consider you for game assignments.

The READY box can be found in two places. Checking the box in either location will change your status to READY FOR ASSIGNMENT

1. On the MAIN (“home”) page above the Announcements section
2. On the PROFILE – INFORMATION page on the left hand side of the page